

**Kansas Department of Health and Environment
Board of Adult Care Home Administrators
Meeting of June 20, 2008**

The Board of Adult Care Home Administrators met Friday, June 20, 2008 at 1:00 p.m. in Classroom F of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

Members Present

Amy Hoch Altwegg
Dawn Veh
Kevin Bryant
Wanda Bonnel

Staff Present

Camille Nohe
Marla Rhoden
Steve Irwin
Brenda Kroll
Mary Flin

Others Present

Marla Nispel, KACE
Karen Halbert, KACE
Marie Hock-Rasdon, KACE
Linda MowBray, KHCA
Valerie McGhee, KACE

1. Call Meeting to Order

Chair Veh called the meeting of the Board of Adult Care Home Administrators to order at 1:05 p.m.

2. Minutes

Minutes of Meeting 12/07/2007 - Because there was not a quorum at the March 14, 2008 meeting of the BACHA, the minutes were held over to this meeting. Chair Veh called for comments/corrections to the minutes of the December 7, 2007 meeting.

ACTION: Dr. Bryant moved that the minutes of the December 7, 2007 meeting of the Board of Adult Care Home Administrators be approved as submitted. The motion was seconded by Wanda Bonnel and carried.

Minutes of Meeting 03/14/2008 - Chair Veh called for comments/corrections to the minutes of the March 14, 2008 meeting of the Board of Adult Care Home Administrators.

ACTION: Dr. Bryant moved that the minutes of the March 14, 2008 meeting of the Board of Adult Care Home Administrators be approved as submitted. The motion was seconded by Wanda Bonnel and carried.

3. Report from the CIC

Marla Rhoden reported that due to schedule conflicts the CIC will be meeting via conference call on Thursday, June 26, 2008.

4. Reports

A. **NAB Test Results**

Brenda Kroll provided copies and an overview of the NAB test results report for the first quarter of 2008 noting that the pass rate of 76.92% was a significant increase. The pass rate is the highest quarter pass rate in seven quarters. A total of 13 candidates tested with ten passing. Ms. Kroll noted that the yearly total pass rate for 2007 had been the lowest in ten years so this is an important positive change.

Ms. Kroll shared information she obtained by polling test candidates for feedback concerning the effectiveness of their test preparations. The feedback received indicates:

- The **Oaklief** training continues to be reported as very helpful to candidates;
- The **NAB online practice exams** which were just made available early 2008 have been utilized by a couple of candidates. Both passed the NAB exam and felt the practice exams were helpful. However, since the practice exams are a new option Ms. Kroll will continue to poll candidates to get more feedback;
- The **NAB Study Guide** continues to be reported as helpful;
- Nursing Home Administration** by James Allen has historically been reported as helpful but also reported as difficult to read.

Two other references which Ms. Kroll had not heard about until recently have also been mentioned. Those two are:

- 1) **The Principles of Health Care Administration**, Professional Printing and Publishing has been mentioned by several candidates as very helpful, easy to follow and covering all five domains (this reference appears on the NAB list of exam references); and
- 2) **LTCE 201 and 202** have been reported as excellent although expensive. One individual noted they will keep their books as reference through their career and felt it was easier to follow than some other study guides.

Ms. Kroll asked if the Board would like her to continue gathering information from test candidates regarding their NAB test preparation and outcome. The Board wishes to have Ms. Kroll continue to collect information.

B. **Temporary License Report**

Ms. Kroll provided a copy and overview of the report for temporary licenses issued from July 1, 2007 through June 17, 2008. There are currently seven active temporary licensees. Of those, three are completing their AIT experiences, one is preparing for the NAB test and three are serving in interim positions.

2. Update

A. **Status of Proposed Regulations**

Marla Rhoden reported that the proposed regulations were submitted to the Kansas Department of Administration on February fourth. The Department of Administration has approved the language and the proposed regulations were forwarded earlier today to the Office of the Attorney General for review. When approved a public hearing will be scheduled and conducted. Ms. Rhoden suggested that it may be possible to hold the public hearing in conjunction with the September 12, 2008 BACHA meeting. A public hearing

requires 60 days notice so Ms. Rhoden will schedule for September 12 if possible.

B. On-Line License Renewal Status

Ms. Kroll reported that on May 6, 2008 renewal notices were mailed to the 307 licensees whose licenses are due to expire June 30, 2008. Instructions for the online renewal option noted the system would be available beginning May 15, 2008, 24 hours each day. As of June 18, 2008 a total of 132 of the 307 due to renew have renewed. Of the 132 who have renewed, a total of 80 renewed online which is a 61% participation rate. Staff are pleased with the participation to date and the positive feed-back received from the users. It is anticipated that many more renewals will be submitted in the last two weeks of June.

Chair Veh requested that Ms. Kroll send the final renewal figures to members via email once the renewal cycle is complete.

C. BACHA Web Site Redesign

Ms. Kroll provided an overview of the plans for the redesign of the BACHA web site. A PowerPoint presentation to be located on the BACHA site is currently being drafted to: outline the types of licensure, the steps to obtain each type, state and NAB exam information, Core of Knowledge and Domains of Practice information.

The web site will also include the following:

- ◆ a **checklist/time line** for steps in obtaining a license
- ◆The **meeting dates/times/locations** for upcoming BACHA meetings
- ◆**Minutes** from BACHA meetings
- ◆A section about **Preceptors** (who, requirements, forms, etc)
- ◆Possibly a **FAQ section** (How do I . . . verify a license, contact the Board, etc.)
- ◆An expanded **“Helpful Links”** section to include the schools/organizations who offer the AIT programs
- ◆An updated version of the booklet which was previously titled **“All You Ever Wanted to Know about Adult Care Home Administration . . .”** which can be downloaded. (This booklet will also be available in paper version.)

Staff has completed a page by page review of the existing website and has edits/additions which will be made as well. Ms. Kroll noted that rather than add changes piece by piece as each is completed the plans were to make one final change to the BACHA web site once all projects are completed to avoid any confusion about which information is new, etc.

Ms. Kroll noted an idea which the Board may want to consider for the future once all other web enhancements have been completed. It may be possible to provide an online continuing education transcript to licensees as a tool for tracking their own continuing education. It would not be required but could be helpful to those who prefer to track their CE electronically. The Board was interested in the idea.

D. BACHA Nominations

Ms. Kroll reported she has been working with the Governor’s Appointments Office staff to

obtain nominations for the four positions with terms expiring June 30, 2008. Letters were sent to the four members to determine their interest/availability for consideration by the Governor for possible reappointment. Once the responses were received letters were sent to the interested parties on June 10, 2008 advising which positions were available and which members were available/interested. The letter provided a deadline of June 27, 2008 for nominations to be received in the Governor's Appointments Office.

The positions involved are: One Health Professional (Wanda Bonnel); one Consumer (Marian Heusted) and two Adult Care Home Administrators (Amy Hoch-Altwegg and William Boldridge.) All except Marian Heusted are available for consideration by the Governor for reappointment.

6. Letters of Exemplary Performance and Zero Deficiency Letters

Ms. Rhoden read excerpts from one zero deficiency letter to Audrey Sheets, Enterprise Estates Nursing Center, Enterprise, Kansas.

7. Other Business

♦Senate Substitute for House Bill No. 2947

Camille Nohe reviewed the changes to the Kansas Open Meeting Act noting that the main areas of change impacted the means by which a meeting could be held. In the age of Blackberries, email, etc. the change adds clarification “ . . . *in person or through the use of a telephone or any other medium.*”

Also clarified was that meetings in a series shall be open under certain conditions “*(1).they collectively involve a majority of the membership of the body or agency, (2) share a common topic of discussion concerning the business or affairs of the body or agency, and (3) are intended by any or all of the participants to reach agreement on a matter that would require binding action to be taken by the body or agency.*” Ms. Nohe provided some examples of what a ‘meeting in a series’ means: If one person called one member then that member called another member and so on. This would be considered a serial meeting and would be required to be open to the public. Another example is if one member called another then that first person called a second member then a third and so on.

8. Public Comment

Ms. Kroll reported that she was asked by Audrey Sheets to express Ms. Sheets’ concern about the requirements for temporary licensure which includes a minimum baccalaureate degree. Ms. Sheets hoped the Board could consider requests on a case-by-case basis. Ms. Kroll had explained to Ms. Sheets that the Board could not disregard regulations but that she would express Ms. Sheets’s concerns to the Board.

Karen Halbert, KACE, thanked the Board for their hard work and KDHE staff for their work on the BACHA website and online renewal option.

Marla Nispel, KACE, asked about second quarter NAB results. Ms. Kroll explained that some of the June testing is not yet complete so a final second quarter report could not be calculated.

Linda MowBray, KHCA, reported their association is an approved long-term sponsor of continuing education. In line with the on-line renewal Ms. MowBray would also like to see an ability for KHCA to upload their attendance rosters into the administrators files so the training would be recorded. Discussion followed.

9. Next Meeting

The next meeting of the Board of Adult Care Home Administrators is tentatively scheduled for September 12, 2008.

Adjourn

The meeting adjourned at 1:40 p.m.